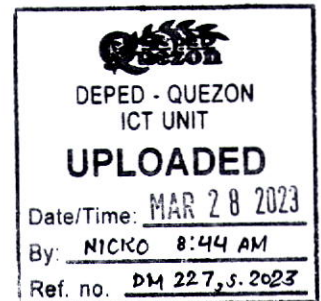




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 March 2023

DIVISION MEMORANDUM

DM No. 227, s. 2023

**DISTRIBUTION OF EQUIPMENT, FURNITURE, and SUPPLIES FOR
LIBRARY HUB OF INFANTA, MULANAY, AND QUEZON, QUEZON**

**To: Public Schools District Supervisors
School Heads
Library Hub-In-Charge
School Property Custodian**

1. This office informs the concerned Library Hubs of the distribution of the requested equipment, furnitures, and supplies from the Provincial Government of Quezon through Special Education Fund (SEF).
2. School Head/Library Hub-In-Charge/Property Custodian are advised to pick-up the requested materials from the DepEd Quezon Library Hub in coordination with the Supply Section until last day of April 2023. (Note: Please refer to the attached Library Hub recipients and items for pick-up)
3. Transportation and travel expenses relative to this activity shall be charged to school Fund/MOOE or local funds subject to the usual accounting and auditing rules.
4. For other queries and concerns, you may contact Mr. Ronnjemmele A. Rivera, Division Librarian at telephone numbers (042) 7840366 local 175 or through sdo.quezon.libraryhub@deped.gov.ph.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

cid-librar03/27/2023

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**DISTRIBUTION LIST OF REQUESTED EQUIPMENT, FURNITURE, AND SUPPLIES
FOR SATELLITE LIBRARY HUBS**

Infanta District

Library Hub	School	School Head/ Principal	Library Hub-In- Charge/ School Property Custodian	Items for Pick-up	Quantity
Infanta	Tongohin National High School	Ramon M. Abracia	Marina Espiritu, Christine V. Peñamora, Lina S. Sobreviñas	Scotch Tape	20
				Scissors	10
				Plastic Cover	10
				Bond Paper A4 (80 gsm)	15
				Pencil, No. 2 , 12's	10
				Eraser	15
				Sign Pen, Micro Fine, 0.33mm, Black	10
				Brown Envelop (Long)	4
				Brown Envelop (Short)	4
				Rubber Mat	20
				Laminating Machine	1
				Stand Fan	2
				Office Wall Clock	1
				Office Digital Wall Clock	1
				Heavy Duty Push Cart	1
				Library Book Truck	1
				Newspaper Stand (Steel)	2
Aluminum Ladder	1				
Working Table	1				
Wooden Cabinet	2				

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Mulanay District

Library Hub	School	School Head/ Principal	Library Hub-In- Charge/ School Property Custodian	Items for Pick-up	Quantity
Mulanay	Mulanay Central Elementary School	Allan S. Olvida	Julie Tagle, Madelyn G. Fabellon	Scotch Tape	20
				Scissors	10
				Plastic Cover	10
				Bond Paper A4 (80 gsm)	15
				Pencil, No. 2 , 12's	10
				Eraser	15
				Sign Pen, Micro Fine, 0.33mm, Black	10
				Brown Envelop (Long)	4
				Brown Envelop (Short)	4
				Rubber Mat	20
				Laminating Machine	1
				Stand Fan	2
				Office Wall Clock	1
				Office Digital Wall Clock	1
				Library Book Truck	1
				Newspaper Stand (Steel)	1
				Aluminum Ladder	1
Reading Table	2				
Wooden Cabinet	1				

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Quezon District

Library Hub	School	School Head/ Principal	Library Hub-In- Charge/ School Property Custodian	Items for Pick-up	Quantity
Quezon, Quezon	Quezon Elementary School	Liza T. Rodillas	Alynn Amolar, Jeffrey Dela Cruz	Scotch Tape	20
				Scissors	10
				Plastic Cover	10
				Bond Paper A4 (80 gsm)	15
				Pencil, No. 2 , 12's	10
				Eraser	15
				Sign Pen, Micro Fine, 0.33mm, Black	10
				Brown Envelop (Long)	4
				Brown Envelop (Short)	4
				Rubber Mat	20
				Laminating Machine	1
				Stand Fan	2
				Office Wall Clock	1
				Office Digital Wall Clock	1
				Heavy Duty Push Cart	1
				Library Book Truck	1
Newspaper Stand (Steel)	1				
Aluminum Ladder	1				
Working Table	1				
Wooden Cabinet	1				

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